



LAKE COUNTY DEPARTMENT OF UTILITIES

Administration Division

Customer Service/Billing Specialist

The Lake County Department of Utilities is accepting resumes for the position of Account Clerk in our Billing Division. Applicants must have a High School diploma or GED and a valid Ohio Driver's license. Two (2) years' office experience or equivalent is preferred. This position involves a broad range of clerical, billing and customer service duties, including review of meter readings, preparing accounts for billing, answering customer inquiries and performing research to resolve discrepancies. Proficiency in Microsoft Office applications is preferred. Applicants should display strong skills in verbal and written communication, exhibiting organizational abilities, and consistently deliver general customer service in a professional fashion. Salary based on qualifications. Starting salary is \$16.10/hr.

Send resumes to Kelly Andino at LCDUJobs@LakeCountyOhio.gov, or 105 Main Street, Painesville, OH, 44077 by February 8, 2021. Please reference job #2021-3.

**An Equal Opportunity Employer
M.F.H.V.**